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Subject: Effective 6/30/10 regarding ALL hearings conducted by telephone. NEW Procedures...

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**EFFECTIVE 6/30/10**, if appearing by phone for a hearing you are required to call the AT&T TeleConference Center. The Court will no longer call participants who wish to appear by phone.

**ALL parties appearing by phone are required to use the AT&T TeleConference Center beginning with the hearing dates below and any thereafter .**

- June 30, 2010 - Lincoln Hearings
- July 06, 2010 - Omaha Hearings

**Attached to this email notification are participant instructions to use for telephone hearings :**

For all future hearings beginning with the dates of June 30 & July 6, the Court will begin attaching the ***PARTICIPANT INSTRUCTIONS FOR ENTERING PHONE CONFERENCE and TELEPHONE HEARING PROTOCOL*** Please ensure that you review the instructions prior to your scheduled hearing date(s).

If you have further questions, feel free to contact the appropriate Courtroom Department:

- Omaha Courtroom Department: (402) 661-7475 -or- (402) 661-7463
- Lincoln Courtroom Department: (402) 437-1627 -or- (402) 437-1628

## PARTICIPANT INSTRUCTIONS FOR ENTERING PHONE CONFERENCE and TELEPHONE HEARING PROTOCOL

Each party desiring to be heard **MUST CALL** the AT&T TeleConference Center at least 5 minutes prior to the commencement of court. Participants will need the following information provided in the clerk's hearing notice in order to participate by telephone:

TOLL FREE CALL IN NUMBER  
ACCESS CODE  
PARTICIPANT SECURITY CODE

Conference calls will be amplified throughout the entire courtroom. During the conference call and while court is in session, please maintain proper telephone etiquette. Participant cooperation is appreciated and will serve to expedite the hearing process.

### TELEPHONE CONFERENCE/HEARING PROTOCOL

- Be on time for the hearing at least 5 minutes prior to commencement of court.
- The Bankruptcy Court **will not** initiate the telephone conference. Participants **MUST CALL** the AT&T TeleConference Center.
- If participant(s) fail to call in, the hearing will go forward as scheduled.
- The toll free call in number, access number, and participant security code will be provided in the clerk's hearing notice. The numbers may not be the same for every hearing so it is important you review the hearing notice in advance.
- **DO NOT** announce your presence when you call into the conference **except for** when requested to do so by the AT&T auto-attendant prompt. Multiple hearings may be scheduled at the same time and a hearing may be in process. Wait for your hearing to be called before speaking. Treat the phone conference as if you are sitting in the courtroom waiting for your case to be called.
- Do not place the phone on hold during the call as many participants utilize background music.
- Do not conduct work such as paper shuffling or keyboard typing during the phone conference. Maintain telephone silence while waiting and refrain from making unnecessary noise.
- Mute your telephone as applicable. Press \*6 to mute your line. When you are ready to speak Press \*6 to un-mute your line.
- Do not address the court until called upon.
- Follow conference coordinator instructions as provided.
- Limit the use of mobile phones. If at all possible call in from a land line for your telephone conference. Mobile phone service drops and/or static may affect the conference. The AT&T TeleConference specialists have no control over the quality when any participant decides to use their mobile phone.

### PARTICIPANT INSTRUCTIONS FOR ENTERING PHONE CONFERENCE

- a. Dial the Toll Free Call in Number provided in the clerk's hearing notice;
- b. Enter the Access Code provided in the clerk's hearing notice. At this point you will be placed on hold until the Host (Courtroom Deputy) activates the conference call;
- c. Once the conference call has been activated by the Host, you will be asked to enter the Participant Security Code provided in the hearing notice, followed by the # key. The security code needs to be entered only once unless it is entered incorrectly the first time.
- d. Provide your name to the AT&T auto-attendant as prompted. Once you have been connected to the phone conference do not announce your presence until the courtroom deputy takes roll call or your hearing is called.